



## Request for Name Change of a Water Quality Permit or Registration

If you have questions about completing this form please contact the Applications Review and Processing Team at 512/239-4671.

Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact the Records Services - Central File Room Customer Service Center at (512) 239-2900.

### Permit / Registration Information

1. What is the TCEQ Water Quality Permit or Registration No.? \_\_\_\_\_
2. What is the EPA ID No.?: **TX** \_\_\_\_\_
3. Current Name on Permit/ Registration: \_\_\_\_\_
4. What is the Customer Number (CN) for the current Permittee? **CN** \_\_\_\_\_

Search for your CN at:

<http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch>

5. What is the RE Reference Number (RN): **RN** \_\_\_\_\_

Search for your RN at:

<http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=regent.RNSearch>

6. Do you have a Domestic Reclaimed Water Authorization?      Yes      No

### New Permit/ Registrant Name Information

What is the New Legal Name of the entity (applicant) applying for this name change?

\_\_\_\_\_  
(The legal name must be spelled exactly as filed with the Texas Secretary of State, County, or in the legal document forming the entity.)

### Other TCEQ Programs in which this regulated entity participates

Please check all that apply:

Air (      NSR or      Title V)

Licensing

Water Rights

Water Utilities/Districts

Petroleum Storage Tanks  
Municipal Solid Waste  
Industrial & Hazardous Waste

## Responsible Official

*(Please refer to 30 TAC §305.44 for signatory requirements)*

I \_\_\_\_\_ Title: \_\_\_\_\_  
*(Printed Name) (An executive official)*

certify that I am authorized under 30 Texas Administrative Code §305.44 to sign this document and can provide documentation in proof of such authorization upon request.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Responsible Official Information

First/Last Name: \_\_\_\_\_

Suffix: \_\_\_\_\_ Title: \_\_\_\_\_ Credential: \_\_\_\_\_

What is the executive official's mailing address as recognized by the **US Postal Service**? You may verify the address at: <http://zip4.usps.com/zip4/welcome.jsp>

Mailing Address: \_\_\_\_\_

Internal Routing (Mail Code, Etc.): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

### *Mailing Information if outside USA*

Territory: \_\_\_\_\_ Country Code: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Extension: \_\_\_\_\_

Fax No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mail completed form to: Texas Commission on Environmental Quality  
Applications Review and Processing Team (MC-148)  
PO Box 13087  
Austin TX 78711-3087

## Instructions

### This form applies to:

Sludge Permits and Registrations authorized under Chapter 312

Industrial and Municipal Permits authorized under Chapter 305

Agriculture Permits and Registrations authorized under Chapter 321

Industrial and Municipal Reclaimed Water Authorization authorized under Chapter 210

### Permit / Registration Information

1. Please insert your permit number WQ00##### or Registration Number 7#####. If you are unsure of your number you can search for it at <http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=home.welcome> by either the customer (CN) or Regulated Entity (RN). A list of all permitted sites will show in the search window for the customer or site.
2. EPA ID Number: This number is assigned to Texas Pollutant **Discharge** Permits (TPDES) only. The number can be found on the top right-hand corner of your issued permit. You can also search for the number at <http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=home.welcome>.
3. Current Name on Permit/ Registration: Please list the current permittee. This information can be found on the first page of your permit.
4. Customer Number (CN): Each customer of the TCEQ is assigned a customer number. You can search for your number at: <http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch>.
5. Regulated Entity Reference Number (RN): This is a number issued by TCEQ's Central Registry to sites (a location where a regulated activity occurs) regulated by TCEQ. This is not a permit number, registration number, or license number. Search TCEQ's Central Registry to locate your regulated site at: <http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=regent.RNSearch>
6. Domestic Reclaimed Water Authorization: Please indicate whether or not you hold a Domestic Reclaimed Water Authorization so that we may make a note of the address change with the authorization.

### New Permit/ Registrant Name Information

New Legal Name of Permittee: This must be listed exactly as registered with the Texas Secretary of State (SOS). A name change can only be processed when the Texas Secretary of State can verify that a name change has occurred. If the corporate charter number or certificate of authority registration number issued by the Secretary of State has changed, this is considered a change in ownership. Changing from one entity to another is considered a change of ownership, requiring the permit/registration to be transferred. If the name change is due to a change in

ownership, a transfer application form will need to be used to apply for a transfer of ownership. You can obtain forms by calling the Business and Program Services Section at (512)239-4671.

## **Other TCEQ Programs in which this regulated entity participates**

Please check one or more boxes to identify what other program areas the RN participates in. We will then notify them of the address change information.

## **Signature**

### **30 Texas Administrative Code**

#### **§305.44. Signatories to Applications**

(a) All applications shall be signed as follows.

(1) For a corporation, the application shall be signed by a responsible corporate officer. For purposes of this paragraph, a responsible corporate officer means a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures. Corporate procedures governing authority to sign permit or post-closure order applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals.

(2) For a partnership or sole proprietorship, the application shall be signed by a general partner or the proprietor, respectively.

(3) For a municipality, state, federal, or other public agency, the application shall be signed by either a principal executive officer or a ranking elected official. For purposes of this paragraph, a principal executive officer of a federal agency includes the chief executive officer of the agency, or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of the EPA).

## **Responsible Official Information**

Provide the mailing address, phone number, fax and e-mail of the responsible official signing the request for name change.